

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY		ADDITIONAL PROOF OF DELIVERY		<i>For Court Use Only</i>	
Instructions ▼ Directly above, enter county where the case is filed. Enter the name of the Plaintiff/ Petitioner. Enter the name of the Defendant/Respondent. Enter the Case Number given by the Circuit Clerk.		_____ Plaintiff <i>(Name of Bank or Mortgage Company)</i> v. _____ _____ Defendants		_____ Case Number	

In 1a , enter the name, mailing address, and email address of the party or lawyer to whom you sent the document.
In 1b , check the box to show how you sent the document, and fill in any other information required on the blank lines.
CAUTION: If the other party does not have a lawyer, you may send the document by email only if the other party has listed their email address on a court document.

In **c**, fill in the date and time that you sent the document.

In **2**, if you sent the document to more than 1 party or lawyer, fill in **a**, **b**, and **c**. Otherwise leave **2** blank.

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At:

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Address of Post Office or Mailbox

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☐ The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)

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In 3, if you sent the document to more than 2 parties or lawyers, fill in a, b, and c. Otherwise leave 3 blank.

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Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email address: _____

b. By: ☐ Personal hand delivery

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Address of Post Office or Mailbox

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Name (for example, FedEx or UPS) and office address

☐ The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)

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Name of prison or jail

c. On: _____
Date

At: _____ ☐ a.m. ☐ p.m.
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Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

I certify that everything in the *Additional Proof of Delivery* is true and correct. I understand a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

/s/ _____
Your Signature

Street Address

Print Your Name

City, State, ZIP

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